

DEVELOPMENT BANK OF ETHIOPIA



CHECK LIST FOR BANKING SERVICES

ADDIS ABABA

Ser. No.	Type of Document and Other Conditions required (Loan Processing Stage)
1	Opening Current Account (C/A)
1.1	<p data-bbox="329 367 472 394">Individual</p> <ul data-bbox="329 401 1406 1094" style="list-style-type: none"> <li data-bbox="329 401 1406 457">• A memo from Loaning Department requesting Finance and Banking Department to open Current Account for a Customer; <li data-bbox="329 489 1406 546">• The Memo should further clearly indicate the name of person operating the Current Account; <li data-bbox="329 577 1406 674">• If the Current Account is operated by a representative, the legitimate representative should forward a photocopy of power of attorney, supported by Legal Services; <li data-bbox="329 705 1406 762">• The person who operates the Current Account should show a valid card for verification; <li data-bbox="329 793 1406 911">• Name of person who operates the Current Account, including the representatives, should not appear on delinquent list (for improper use of Current Account with other Banks, if any) as regularly circulated by the Supervision Department of NBE; <li data-bbox="329 942 1406 999">• The customer should fill out a Current Account opening form and gives specimen signature on two cards; <li data-bbox="329 1031 1406 1094">• A minimum initial balance of Birr 250= (two hundred fifty) for opening Current Account;
1.2	<p data-bbox="329 1129 972 1157">Organizations (Private of Public Associations)</p> <ul data-bbox="329 1163 1406 1959" style="list-style-type: none"> <li data-bbox="329 1163 1406 1220">• A memo from Loaning Department requesting Finance and Banking Department to open Current Account for a customer; <li data-bbox="329 1251 1406 1308">• The memo should further clearly indicate the name of person(s) operating the Current Account for and behalf of the legal entity; <li data-bbox="329 1339 1406 1396">• The legal entity should submit photocopy of memorandum of association and article of association each; <li data-bbox="329 1428 1406 1583">• If definite specifications are not stipulated for the power of the person(s) operating the Current Account in the memorandum of association and/or article of association, a copy of letter/minute of authorization for the said person (s) allowing him/her (them) to operate Current Account, supported by the resolution of the General Assembly; <li data-bbox="329 1614 1406 1732">• If the General Manager delegates the power of operating Current Account to some body else (according to his/her power and responsibilities set forth in the memorandum of association), the authorized representative should submit a photocopy of power of attorney supported by Legal Services; <li data-bbox="329 1764 1406 1820">• The person (s) who operates the Current Account should show a valid ID Card for verification; <li data-bbox="329 1852 1406 1959">• The name of the shareholders as well as the person (s) who operate (s) the Current Account, including the representative should not appear on delinquent list (for improper use of Current Account with other Banks, if any) as regularly circulated by the Supervision Department of NBE,

Ser. No.	Type of Document and Other Conditions required (Loan Processing Stage)
	<ul style="list-style-type: none"> • The person (s) operating Current Account should fill out a Current Account opening form and give specimen signatures on two cards each; • A minimum initial balance of Birr 250= for opening Current Account
1.3	<p>Issuance of Check Book Requisition</p> <ul style="list-style-type: none"> • The customer should fill out a check requisitions form and submit to the counter clerk, while at the same time either making cash payment or instructing the Bank to debit his/her account for the cost of check book, depending on the number of check leaves, as follows: - • Birr 10 for a 25 leaf check book; • Birr 20 for a 50 leaf check book;

2	<p>Disbursement by CPO</p> <ul style="list-style-type: none"> • The customer should show a valid identification card • If the customer desires to take the CPO to the supplier, the customer will provide their identification card and obtain the CPO. The identification card will be returned when the customer provides the receipt from the supplier. • If the supplier is receiving the CPO directly, the supplier will be provided with the CPO when they provide a receipt
3	<p><u>Checklist for Import by Letter of Credit and CAD</u></p> <p>A. <u>Import -Letters of Credit (L/C)</u></p> <p>I. <u>Required Documents</u></p> <p>The following documents are required for opening L/C:</p> <p>a) Two copies of correct, legible and valid pro forma invoices showing clearly full description of goods, including :</p> <ul style="list-style-type: none"> <input type="checkbox"/> Supplier's name and address, <input type="checkbox"/> Quantity , <input type="checkbox"/> grade, <input type="checkbox"/> quality, <input type="checkbox"/> volume, <input type="checkbox"/> measurement, <input type="checkbox"/> weight, <input type="checkbox"/> brand name, etc; <input type="checkbox"/> Mode of shipment, i.e., sea, air, etc; <input type="checkbox"/> FOB and freight costs separately; <input type="checkbox"/> Unit and total price (including currency of transaction) of the goods at a named place of delivery; <input type="checkbox"/> Terms of payment, i.e., L/C, CAD, T.T., etc; <input type="checkbox"/> Price validity date; <input type="checkbox"/> Port of loading and destination; <input type="checkbox"/> Origin of goods; <input type="checkbox"/> Manufacturer's name, if the supplier is different; <input type="checkbox"/> Delivery terms, i.e., FOB, C& F, etc; <input type="checkbox"/> Delivery time; <input type="checkbox"/> If the payment term is L/C, the pro forma invoice should clearly indicate whether it is an irrevocable confirmed one or irrevocable unconfirmed one; <p>a) Two photocopies of valid (and renewed) investment permit or foreign trade license or industry license, whichever is applicable;</p>

	<p>b) Two photocopies of insurance certificate plus debit note from licensed local insurance company, evidencing adequate insurance cover (usually CIF plus 10%), with DBE co-beneficiary;</p> <p>c) If the goods are not shipped by the Ethiopian carrier (in particular the Ethiopian Shipping Lines) due to the fact that it has no scheduled voyage/flight on the date of loading , the importer should produce a waiver of written proof evidence for shipment by a foreign vessel;</p> <p>d) Duly completed (typed), signed and sealed application form for letter of credit in two copies (available from Finance & Banking Department at Banking Division free of charge);</p> <p>e) Foreign exchange application for import duly completed (typed), signed and sealed in five copies (which can be obtained at cash counter upon payment of 2 Birr per set);</p> <p>f) Certificate, supporting documents, approval letter or stamp on pro forma invoice (whichever is applicable) from:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Ministry of Health if the import of goods are medicine and other related medical equipment; <input type="checkbox"/> Ministry of Agriculture for import of insecticides , pesticides, and veterinary medicines; <input type="checkbox"/> Quality and Standard Authority for import of goods such as food items, matches, nails, galvanized corrugated steel sheets, scales, etc; <input type="checkbox"/> Road Transport Authority to import vehicles; 												
	<p>II. Other Requirements</p> <p>a) Request for release of disbursement lodged with the Loaning Department and/or customer's own deposit for 100% value of the pro forma value calculated in Birr.</p> <p>b) The client has to cover the following commissions and charges for L/C up-front from his own source:</p> <table border="0" style="width: 100%;"> <tr> <td style="padding-left: 20px;"><input type="checkbox"/> Exchange commission to NBE</td> <td style="text-align: right;">1.5% of value of L/C</td> </tr> <tr> <td style="padding-left: 20px;"><input type="checkbox"/> Opening commission</td> <td style="text-align: right;">0.6% of value of L/C</td> </tr> <tr> <td style="padding-left: 20px;"><input type="checkbox"/> Service charge</td> <td style="text-align: right;">0.65% of value of L/C</td> </tr> <tr> <td style="padding-left: 20px;"><input type="checkbox"/> Confirmation commission</td> <td style="text-align: right;">0.5% of value of L/C</td> </tr> <tr> <td colspan="2" style="padding-left: 40px;">(If the L/C is an irrevocable confirmed one)</td> </tr> <tr> <td style="padding-left: 20px;"><input type="checkbox"/> SWIFT charge</td> <td style="text-align: right;">Birr 300</td> </tr> </table>	<input type="checkbox"/> Exchange commission to NBE	1.5% of value of L/C	<input type="checkbox"/> Opening commission	0.6% of value of L/C	<input type="checkbox"/> Service charge	0.65% of value of L/C	<input type="checkbox"/> Confirmation commission	0.5% of value of L/C	(If the L/C is an irrevocable confirmed one)		<input type="checkbox"/> SWIFT charge	Birr 300
<input type="checkbox"/> Exchange commission to NBE	1.5% of value of L/C												
<input type="checkbox"/> Opening commission	0.6% of value of L/C												
<input type="checkbox"/> Service charge	0.65% of value of L/C												
<input type="checkbox"/> Confirmation commission	0.5% of value of L/C												
(If the L/C is an irrevocable confirmed one)													
<input type="checkbox"/> SWIFT charge	Birr 300												

